

SPAC meeting

January 10, 2002, 8:00-10:00AM

Canyon School Room 168

Attendees:

David Hobart (Chair), Lonnie Theye (Vice-Chair, Teams), Margaret Marshall (minutes), Kurt Steinhaus, Michael Murillo, Robert Gurule, Christine Trembl, Jerry Foropoulos, Bill Robertson, Sheila Wasfey, Dan Valdez, Ryan Toya (SA), Carole Rutten, Kari Lier, Mindy Mendez

Minutes:

Welcome to new members:

New SPAC Chair, Dave Hobart, welcomed new SPAC members (Bill Robertson, Sheila Wasfey, and Jerry Foropoulos, all present; and Tracy Ruscetti and Randy Kanzleiter, not present; the final new SPAC member, Kristine Mack, is a UGS student who will not be at the Laboratory until the summer, at which time she will begin attending meetings). Each meeting attendee then briefly introduced himself/herself to the group. Dave H. noted that Lonnie Theye is the new Vice-Chair, Teams, and that there is a new SPAC position, Vice-Chair, Committees, currently vacant. Dave H. indicated that he is soliciting applicants for this position, and would provide additional information about the position later in the meeting.

Orientation for New and Continuing Members (see attached overhead presentation):

- SPAC Historical Perspectives (overhead #4)—Dave H. reviewed overhead and distributed **attached copy of Laboratory CQI Team Recommendations**. Kurt S., STB, speaking for SPAC Champion, Alan Hartford, provided brief overview of STB involvement and responsibilities regarding SPAC and student programs. Kurt S. stressed that SPAC members are volunteers.
- SPAC web page (overhead #5)—“Who are we?” Dave H. explained that though SPAC serves in advisory capacity, the committee’s recommendations are respected and often implemented.
- SPAC and the Student Association (SA) (overhead #6)—Mike M. noted that the SPAC reviews student requests to waive requirements or policies, e.g., a GRA may request an extension of time to complete research, and SPAC will evaluate the request and make a recommendation.
- SPAC Teams (overhead #7)—Dave H. stated that teams are the nuts and bolts of the SPAC. Chris T. provided background on Historian Team. She noted that she is preparing a template to be used for writing meeting minutes, and that the minutes of the previous meeting will be read at the beginning of each meeting. She added that since minutes will be posted on SPAC web page, any confidential information must be removed prior to web posting. However, archived minutes will retain full text. Carol R. will maintain physical history folders for the SPAC. The idea of providing an index on the SPAC web page was discussed, the intention being to make web visitors aware that the

archives exist. Dave indicated that he had some ideas (to be discussed later) about changing the minute-taking process. SPAC members agreed to send any relevant SPAC folders in their possession to Dave H.

- SPAC Subcommittees (overhead #8)—Dave H. reviewed function of each subcommittee.
 1. **Bylaws:** Dave H. distributed **attached copy of SPAC charter**. Subcommittee chair and members are working on bylaws.
 2. **Rapid Entry:** function is to work on facilitating student entry into LANL workforce.
 3. **Distinguished Student Performance Awards:** committee has designated three awards which will be presented at 2002 student symposium.
 4. **Public Relations:** Kurt Steinhaus is working on brochure that will provide SPAC information. He circulated a draft brochure for group members to review.
 5. **Liaisons:** idea is that every division will have a liaison who works with students and mentors to sponsor student activities (tours, luncheons, poster sessions, etc.) within that division. It was noted that John Browne will endorse this concept from top down, and has asked SPAC to define precisely the “liaison” concept.
 6. **Outreach:** will be activated in the spring.
 7. **Work Plans (changed to “Streamlining Hiring”):** Chris T. explained what work plans are and noted that she has been developing work plan ideas/formats. A work plan sets expectations for the student, and contains components such as learning objectives and plans for technical paper/presentation by student. Kurt S. added that a student/mentor job postings web page is under construction, with a goal of pilot-testing it this summer.
 8. **SPAC Recruiting:** continues as needed.
 9. **Housing and Transportation:** Dave H. indicated that the final report will be sent to Alan H. by the end of the month.
- SPAC Accomplishments, Milestones and Highlights 2000/2001 (overheads #9, #10)—Dave H. reviewed milestones and highlights, with additional input provided by group members.
 1. Carol R. noted that she is SA Adviser, and that activities such as a job fair, a picnic, and participation in student orientation are being planned.
 2. Regarding a retreat, SPAC hopes to schedule one for later this year—last year’s was held at Robert G’s home.
 3. The Student Performance Awards subcommittee would like to have awards for both technical and non-technical accomplishments, with similar awards for mentors.
 4. The Student Symposium 2002 will be held July 29-31 at the Study Center at TA-3 and the Awards Banquet, which is held in conjunction with the Symposium, will be held on at the Motorola Building at the Laboratory.

5. SPAC, Bill Press, and John Browne meetings with students during the summer were discussed, with the importance of the timing of these meetings being stressed. Meetings are listed on student calendar.
- Meeting Minute Taker Assignments (overhead #11)—[note that this schedule is now moot since Sheila Wasfey has offered to be regular minute taker at SPAC meetings].
- E-mail regarding meeting of Liaisons Subcommittee (overhead #12)—meeting is scheduled for Jan. 14. Chair is Veronique L.
- SPAC members roster (overheads #13, 14).

“Drafting” of Volunteers for Subcommittees:

Dave H. asked new SPAC members for their subcommittee/team preferences which are as follows:

- Bill Robertson: Web team, PR, and Outreach subcommittees;
- Sheila Wasfey: Historian Team, and Rapid Entry and By Laws subcommittees;
- Jerry Foropoulos: Liasons, Housing and Transportation, and Distinguished Performance subcommittees.

Bill Robertson will arrange for camera to use to take photo of SPAC members at next meeting.

Other Business:

- Discussion of regular meeting time, place. Does this need to be changed? Dave H. requested e-mail input from SPAC members if the current schedule presents conflicts. [Note: reference subsequent e-mail communications to SPAC members from Dave H.]
- Sheila Wasfey inquired about required GPA for students. It was explained that students must be in good academic standing, but divisions and specific programs may have other or additional academic requirements.
- Bill R. reiterated that SPAC will have two versions of minutes: one for web, with confidential information expunged; the other for archives with complete meeting information.
- Mike M. suggested that a good topic for the next meeting would be a review of the Colorado Report. It was agreed that report would be presented/discussed over a period of several meetings.
- Carol R. distributed **attached preliminary student summer schedule**. She noted that lecture series will be added to calendar, and that the calendar can also include other activities. Calendar is set up to provide full schedule on Tuesdays, Wednesdays, and Thursdays.
- Ryan T., SA Treasurer, informed the group that the SA was contacting Sandia National Laboratories to gather information about their successes/failures with student programs. He highlighted other planned SA activities, including a resume writing workshop, a student discount card program with Los Alamos merchants, and the June 13 student picnic at Urban Park. The SA would like to explore possibilities for raising additional funds for the picnic. Additionally, Ryan

described features of the SA website, such as a bulletin board and student job listings.

- Dave H. asked Ryan if SA would look into the idea of establishing some sort of student union-type facility, e.g., a student lounge.
- Chris T. stated that it's important to let students know that they are welcome to attend SPAC meetings, and that this information could be posted on SA web and announced at student orientation sessions. Perhaps time could be blocked at each meeting for student input.
- Dave H. inquired about SA elections. These will be held in May, and summer student reps will be selected at that time.
- Kurt S. provided brief overview of the Distinguished Students program. The program is a new approach to placing top-quality, high-performing students in rewarding research positions during summer 2002 by providing mentors and managers early access to these students. Program information has been presented to Laboratory Information Meeting (LIM) attendees, and on January 24, 2002, a session for hiring officials will be held at the Otowi Building, providing the opportunity for review of resumes of 160 outstanding students.
- Chris T. reviewed SPAC December 13, 2001 meeting minutes, and noted that several SPAC mini-meetings had also been held since then to interview prospective new SPAC members.
- Dave H. stated that at the next SPAC meeting he would like to appoint new subcommittee chairs, and added that members can nominate themselves.
- Lonnie T. suggested that we stay on current meeting schedule until summer.

Meeting adjourned at 9:55 am.